Faculty Grade Entry (FGE) Banner XE

Grade Verification Summary

Contents

Export Grade Verification Summary

Once you have completed manually entering or importing grades you can export a midterm or final grade verification summary. Click on **Tools > Export** (upper right hand corner)

Export as Excel Spreadsheet(.xls)
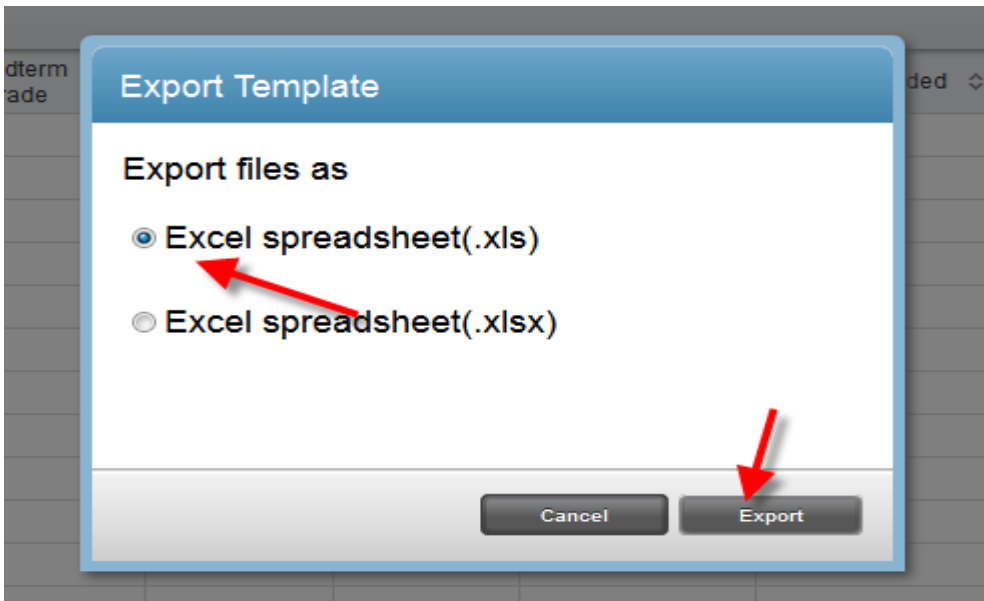
Open the spreadsheet, do not save it yet
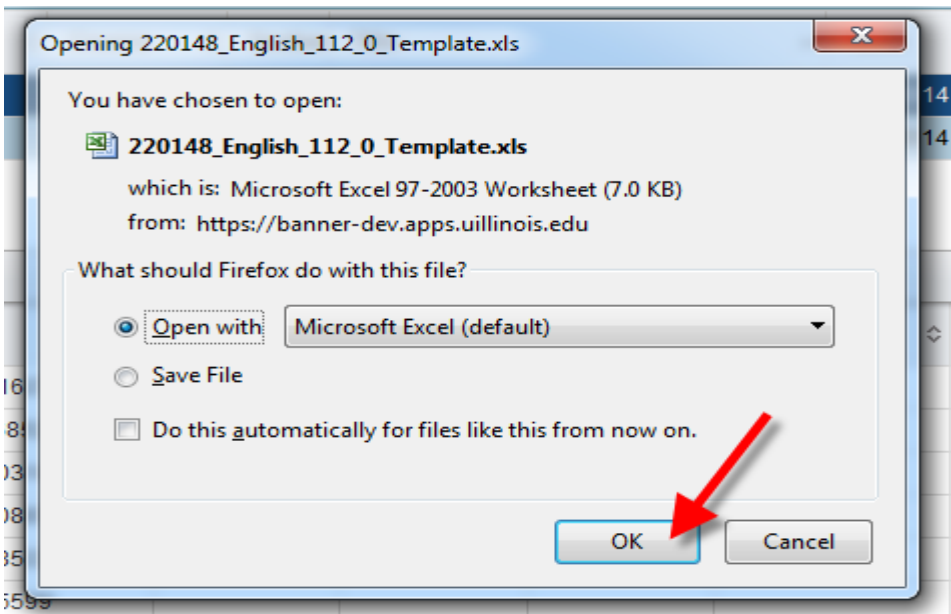
View spreadsheet

	A	B	C	D	E	F	
1	Full Name	ID	Rolled	Confidential	Course	Final Grade	Last At
2	Test_Student1, Tom	668061627	No	No	English	B	
3	Test_Student10, Nancy	671116852	No	No	English	C	
4	Test_Student2, Terry	651147991	No	No	English	A	
5	Test_Student3, Tony	667259334	No	No	English	F	
6	Test_Student4, Mike	679814700	No	No	English	B	
7	Test_Student5, Molly	674567706	No	No	English	C	
8	Test_Student6, Mary	658304731	No	No	English	A	
9	Test_Student7, Paul	678859651	No	No	English	F	
10	Test_Student8, Peter	674714611	No	No	English	C	
11	Test_Student9, John	652372674	No	No	English	B	
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Do **"Save As"** and save spreadsheet in the appropriate folder (*Note:* if you just click Save it will be saved in a Temp folder that you may have difficulty locating)

Choose your folder and save